

**641—29.5 (105) General requirements for application for licensure.** The following criteria shall apply to application for licensure.

**29.5(1)** On-line or paper application.

*a.* An applicant shall complete a board-approved application either on-line or on a paper application according to instructions contained in the application.

*b.* Applications can be completed online or on a paper application. Paper applications are available to download from the board Web site or from the board office by writing to: Plumbing and Mechanical Systems Board, Iowa Department of Public Health, 312 E. 12th Street, 5th Floor, Des Moines, Iowa 50319-0075, or by calling 1-866-280-1521.

**29.5(2)** Fees. In order to be processed, each application must be accompanied by the appropriate fees as determined by the board. All fees are nonrefundable.

*a.* On-line application fees shall be paid by credit card only.

*b.* A paper application shall be accompanied by the appropriate fees payable by check or money order to the Iowa Plumbing and Mechanical Systems Board.

**29.5(3)** *Applicant responsibilities.* An applicant for an initial license or license renewal bears full responsibility for each of the following:

*a.* Paying all fees charged by regulatory authorities, state or national testing or credentialing organizations, and educational institutions providing the information required to complete a license, certification, or renewal application;

*b.* Providing accurate, up-to-date, and truthful information on the application form including, but not limited to, prior professional experience, education, training, criminal history, and disciplinary history; and

*c.* Submitting complete application materials. An application for a license or certification or renewal of a license or certification will be considered active for 90 days from the date the application is received. For purposes of establishing timely filing, the postmark on a paper submittal will be used and, for applications submitted online, the date of the electronic time stamp will be used. If the applicant does not submit all materials within this time period or if the applicant does not meet the requirements for the license or certification, the application shall be considered incomplete and shall be destroyed.

**29.5(4)** No application will be considered by the board without the appropriate verifiable documentation. An applicant must submit the following verifiable documentation:

*a.* A passing score for a discipline-appropriate examination provided by the testing vendor under contract with the board, when testing is required for a license.

*b.* Verification that the applicant has met the minimum requirements as defined in 641—29.4(105) and the established employment experience criteria for each type of license.

*c.* Documentation of criminal convictions related to the practice of the profession, which shall include a full explanation from the applicant. No application shall be considered complete unless and until the licensee responds to board requests for additional information regarding applicant criminal convictions.